

MONROE COUNTY

JOB DESCRIPTION

Position Title: Airport Systems Technician

Date: 05/3/2010

Position Level: 10

FLSA Status: Nonexempt

Class Code: 10-16

GENERAL DESCRIPTION

Primary function is to maintain all equipment for Airport systems, including upgraded bag belt system, HVAC systems, electronic controls, etc.

KEY RESPONSIBILITIES

1. *Perform inspections of all equipment relating to proper functioning of the Airport.
2. *Maintain all lighting and power for Airport Property buildings, including Sheriff and Fed-Ex buildings.
3. *Order and track materials to insure spare parts are available for all equipment.
4. *Coordinate with maintenance staff when required.
5. Communicate with outside vendors regarding all equipment as required.
6. *Daily monitoring of all systems to maintain proper performance.
7. Advises on new projects as well as required maintenance programs.
8. *Troubleshoot electrical problems and electronically-controlled equipment, and repair as needed.
9. Attends program electrical safety meetings

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	7 to 10 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours/7 days a week.
<i>Other:</i>	Master Electrician certification required.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.
 Name: _____ Signature: _____ Date: _____